

**JOB DESCRIPTION**

**JOB DESIGNATION:** Teaching Assistant Level 4 with PE specialism

**GRADE:** F – SCP 17 to 22

**POST OBJECTIVES:**

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

To be responsible for the management and development of PE within the school and delivering interventions when necessary.

# MAIN DUTIES AND RESPONSIBILITIES

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| **SUPPORT FOR PUPILS** |
| * Deliver learning activities in PE & other subjects within the school * Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning * Establish productive working relationships with pupils, acting as a role model and setting high expectations * Manage and lead a KS1/2 intervention group for Maths and English. * Promote the inclusion and acceptance of all pupils within the classroom * Support pupils consistently whilst recognising and responding to their individual needs * Encourage pupils to interact and work co-operatively with others and engage all pupils in activities * Promote independence and employ strategies to recognise and reward achievement of self-reliance * Provide feedback to pupils in relation to progress and achievement |
| **SUPPORT FOR TEACHERS** |
| * Deliver learning activities in PE & other subjects within the school and provide support for PE. * Organise and manage appropriate learning environment and resources * Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate * Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives * Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence * Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment * Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence * Supporting the role of parents in pupils’ learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement. * To provide PPA cover across school. |
| **SUPPORT FOR THE CURRICULUM** |
| * Deliver learning activities in PE and other subjects to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs * Use ICT effectively to support learning activities and develop pupils’ competence and independence in its use * Select and prepare resources necessary to lead learning activities, taking account of pupils’ interests and language and cultural backgrounds * Advise on appropriate deployment and use of specialist aid/resources/equipment |
| **SUPPORT FOR THE SCHOOL** |
| * Provide support for PE and Sport within the school. * Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop * Contribute to the overall ethos/work/aims of the school * Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils * Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils * Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others * Deliver out of school learning activities within guidelines established by the school and be responsible for entering and overseeing competitions. * Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class |
| LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE   * Liaise between managers/teaching staff and teaching assistants * Contribute towards staff development |